



## 1. Intent of Policy

This policy provides direction to management and employees on the purchasing, wearing and reimbursement of uniform items.

## 2. Scope of Policy

A uniform is essential in the establishment of the overall corporate image of Council. It ensures that Council employees are easily identifiable and appropriate standards are maintained.

This policy applies to all full time and permanent part time employees of Council. Casual employees will be allocated clothing as required.

All staff members should only wear the uniform while on official duty, including travel to and from work. The wearing of a uniform is compulsory for all staff.

## 3. Overview

### 3.1. Outdoor Employees

Employees engaged in the works area will be issued with the following items of clothing upon commencement of employment from Council's store.

On commencement employees will be issued with 3 shirts, 3 trousers, 2 jumpers, 1 safety boots, 1 water resistant coat, 1 hat, 1 safety vest, and 1 fleecy vest. An employee may choose 1 pair of overalls in lieu of 1 shirt and 1 pair of trousers.

On each anniversary, the employee may choose up to seven (7) items of clothing.

The following items are to be issued and replaced only as required: rubber boots; disposable overalls, safety helmet, and any other specialised personal protective equipment.

Other items may be issued with approval of the Works & Engineering Director.

### 3.2. Pool Employees

Seasonal pool employees will be provided with appropriate uniform to be worn while working during the pool season. Each employee is responsible for ensuring the uniform items are maintained in reasonable condition and cleaned according to manufacturer's instructions.

The items of uniform are to be returned at the end of each pool season. The employee may be required to reimburse the cost of any items of uniform not returned, or returned in an unreasonable condition.

Pool employees are required to wear suitable footwear such as gym shoes or joggers with non-slip sole.

All identified personal protective equipment is to be worn at all appropriate times.

### **3.3. Indoor Employees**

#### **- Uniform allowance**

Upon commencement of employment, of a full time employee will be granted \$330 (including GST) to subsidize the cost of the corporate uniform. This amount will be pro-rata for permanent part time employees. Employees on a probationary period will only be allocated half their allowance on commencement and the remaining half at the successful completion of their probationary period.

Each following year, indoor employees will be granted \$330 (including GST) on 1 July. The annual grant will be based on the hours the employee is working as of 1 July.

Staff may choose not to use the preferred supplier but need to present any purchased clothing to the Human Resources Coordinator for embroidering prior to any refund from the uniform allowance upon presentation of a receipt.

The balance of individual employee's uniform allowance will be monitored and the employee will be advised once the allocation has been exhausted. A reasonable approach will be taken by the employees Director with respect to an employee over spending their allowance or a balance which is carried forward into the next financial year. A maximum allowance will be capped at \$600.

Casual employees who work regularly may be provided with suitable corporate clothing, or be approved a reasonable corporate uniform allowance by their Director.

The Corporate Uniform is mandatory for all corporate employees and will be reinforced by the employee's Director.

#### **- Shirts**

A selection of corporate shirts has been approved and are listed on the Uniform Order form provided by the preferred supplier. The selection is refreshed from time to time to reflect a current and up to date corporate image of Council.

These items should be purchased from Council's preferred uniform supplier to maintain consistency in the corporate image.

#### **- Jumpers/Jackets/Vests**

Employees may wear a suitable black or charcoal jumper, vest, jacket or cardigan provided it is corporate design and in keeping with the image of Council.

- ***Pants***  
Employees may wear suitable corporate dress pants or skirts in black or charcoal.
- ***Dresses***  
Employees may choose to wear an appropriate corporate style dress in black or charcoal.
- ***Scarves/Ties***  
A selection of corporate scarves and ties are available from Council's preferred uniform supplier.
- ***Footwear***  
Footwear should be corporate style in either black or charcoal. Footwear must have an enclosed toe and heel, and non-slip sole. Female shoes should have a sensible heel. An employee may choose to use their corporate uniform allowance to purchase one pair of suitable shoes annually, up to a value of \$100.

#### **4. Embroidery**

All uniform clothing is to be embroidered with the Oberon Council logo. Clothing ordered from the preferred supplier will be embroidered before delivery.

Staff may choose not to use the preferred supplier and will need to present any purchased clothing to the Human Resources Coordinator for embroidering prior to any refund from the uniform allowance upon presentation of a receipt.

#### **5. Corporate Image**

The cleaning and repair of the corporate uniform is the responsibility of individual staff member. All items need to be kept in a clean and presentable manner.

It is essential for all employees to demonstrate a positive and professional image of Council by ensuring:

- Clothing and footwear is appropriate and in reasonable condition,
- Personal hygiene and general appearance is respectable and appropriate,
- Any jewellery, hairbands or any other item is appropriate for a corporate environment, and
- Any tattoos or piercings which may offend a reasonable member of the public or colleague is either concealed or removed during working hours or at work related functions.

#### **6. Exceptions**

There may be occasions when wearing corporate uniform is not possible or plausible. Each situation will be assessed on merit by the employee Director and the employee will be advised of the decision. Should the employee not agree with the decision they may seek advise from Human Resources.

**7. Termination of Employment**

Should an employee leave the Council within the first year of employment, the employee will pay back half of the contribution made by Council.

An employee whose employment is terminated for any reason, must return all uniform items which have been embroidered with Council’s logo. This is to protect the image of Council and ensure the identity of Council employees is accurate.

An employee may be requested to refund any funds spent on uniform in the one month prior to termination, if the items are not used or redeemed by another employee.

**8. Review**

These guidelines will be reviewed by at least every two (2) years, or when significant changes are required.

Approving Authority	Oberon Council
Contact	General Manager
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